

Sample Stage III Briefing Agenda

Stage III Pre-Design Briefing Agenda

[location]

[date – time]

Attendees: Up to three individuals representing each A/E Team:
Lead Designer and two additional team members.

Agenda

9:00 Welcome and Introductions

Opening Remarks

9:15 Design Excellence Process – The Vision

9:30 Presentation

- Design Program
- User/Tenant Philosophy and Culture
- City of [location]
- Facility Management

9:50 Questions and Answers on Competition Packet and Process

10:15 GSA Personnel and Clients Clarify Design Program Requirements

12:00 Contract Execution for Stage III Design Services

Sample Stage III Jury Agenda

Stage III: Vision Competition – Independent Jury Agenda

[location]

[date]

Jury Session

9:30 Orientation and Initial Viewing of Stage III: Vision Competition Submissions

10:30 Site Tour

11:30 Evaluation of Design Concepts

4:00 Jury Evaluation Report and Ranking